

Wednesday 30th August 2023

Dear Parent / Carer,

Start of Autumn Term September 2023

We hope you had a relaxing summer and we are very much looking forward to September and welcoming all our families back for the new academic year. Please find below information based on frequently asked questions to help prepare you and your children for their return. If you should have any further questions, please do not hesitate to contact the office via the email address above.

First Day Back and School Day/Times

Monday 4th September 2023 is an INSET day. Staff only will attend the academy on this day. All children from Reception to Year 6 will return full time to the academy from **Tuesday 5th September 2023**.

Gates and classroom doors for all year groups will open at **8:40am and close promptly at 8:50am** for learning to begin.

Senior leaders and support staff will be available on the playground each morning to answer any questions or take messages for staff. If you would like to speak to a class teacher directly, please do so at **the end of the day** or by **arranging an appointment** through the office. This ensures that children's learning is not disrupted. Please allow staff to release all children before engaging in conversation to ensure safeguarding is prioritised. This will also ensure the staff member is able to focus fully on your query.

Year Group	Doors Open	End Time
Nursery and Reception (Caterpillar and Butterflies)	8:40am	11:45am (15 hours) 3:10pm (30 hours)
Years 1 and 2 (Hedgehogs and Owls)		3:10pm
Years 3 and 4 (Dolphins and Pandas)		3:15pm
Years 5 and 6 (Lions and Eagles)		3:15pm

Nursery Children First Week Back

To support our newest children in school, they will be following a phased return across the first week. This allows staff to ensure children receive the increased level of support needed to settle them into their new setting. You will have received an email with your child's allocated days. If you have not received this, please contact the academy as soon as possible using the email address above.

Breakfast and After School Club

Our Breakfast Club runs every morning from 8am. Currently, places do not need reserving and parents can bring children from Reception to Year 6 on any day without pre booking. Breakfast Club is charged at £2 per day. This supports the academy in providing a high-quality provision and resources for children attending the club. All payments should be made via ParentPay prior to attending. No cash is accepted on the door. If an account is in debit by £10, your child will no longer be able to attend until the balance is cleared.

After school clubs will commence the second week back (week beginning 11th September 2023.)

The following are available:

	KS1 (Year 1 and 2) 3:10pm to 4:00pm	KS2 (Year 3, 4 5 and 6) 3:15pm to 4:00pm
Monday	Cooking Club	Cooking Club Young Voices
Tuesday	Sewing Club	Sewing Club Netball Club
Thursday	Elite Multisports Book Club	Art Club Book Club
Friday	Colouring Club	Colouring Club Forest Schools

The application for after school club can be found here: [Afterschool Club Online Form](#)

Application closes Monday 4th September 2023 at 12pm. Confirmation of places will be given by the end of the first week back at school.

Lunches

Children can choose to bring a packed lunch or opt to have a school dinner. School dinners are free for children up to the end of year 2 and for families eligible for free school meals. If eligible, you can apply for this via the Wakefield Council website: www.wakefield.gov.uk/schools-and-children/free-school-meals

Children can select the meal they would like each day during the morning dinner register. The menu for the week is available online and from the academy office.

All school dinners are paid for using ParentPay. If your account is more than £20 in debit, you will be contacted to provide a packed lunch for your child until the debt has been cleared.

Uniform and PE Kit

Attached is a copy of our uniform policy. This is also available on our website. This guide outlines the expectation for uniform. Children are required to wear plain black outdoor shoes and plain black indoor pumps. Trainers/shoes with other colours are not allowed, except for during PE sessions.

Our uniform is the starting point for setting out our high standards, it is how we identify ourselves as an academy and we want all students, staff, parents and carers to be proud of our academy. Branded uniform can be purchased directly from SPT uniforms using the following link: www.sptuniforms.co.uk/product-category/england-lane-academy/

The academy do not expect children to wear branded uniform. We understand that items without the logo can be much more affordable for parents.

Hairstyles, Makeup and Nails

Our policy states clearly that students are not allowed any extreme hairstyles in school. Hair styles should be sensible and colours should be natural. No visible makeup is allowed. Nail polish and any type of false nails, including clear gels, acrylics, extensions etc are not allowed.

Jewellery and Smart Watches

No jewellery is allowed except a wristwatch, a medic alert necklace or bracelet and one pair of stud earrings. Smart watches are not allowed in the academy. Earrings must be removed for PE by the child themselves. Staff are unable to do this for them. Alternatively, children can bring their own medical tape or plasters to cover the ear piercing during PE. Again, this must be applied by the child themselves.

If you are considering allowing your child to have their ears pierced, this should be done at the start of the summer holidays to ensure they are healed before September.

Equipment

The academy provides all stationary equipment children will require for learning. Children only need to bring their reading book/diary and homework into the academy.

Upcoming Term Dates September 2023 – July 2024 Term Dates



APPROVED SCHOOL CALENDAR 2023/24

August 2023							September 2023							October 2023							November 2023						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6				1	2	3							1			1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

December 2023							January 2024							February 2024							March 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4					1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28	29	30	31	29	30	31					26	27	28	29				25	26	27	28	29	30	31

April 2024							May 2024							June 2024							July 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	1	2	3	4	5					1	2	1	2	3	4	5	6	7			
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- = Bank Holidays
- = School Holidays
- = UK Parliamentary, West Yorkshire Combined Authority Mayoral and District Council Elections (schools will need the authorisation of the Returning Officer if they are to be used as a Polling Station and wish to remain open on this day. Otherwise schools used as a polling station should be closed for INSET). Schools not used for election purposes may arrange alternative closures for INSET. Individual schools may decide the dates of the remaining 4 INSET dates.

Number of pupil days:	195
Less INSET days to be fixed:	5
Total number of pupil days:	190

Autumn Term 1:

Monday 4th September 2023 – INSET day Academy closed to pupils

Tuesday 5th September 2023 – Academy opens to children

Friday 27th October 2023 – Academy closes 3:15pm

Autumn Half Term:

Monday 30th October 2023 – Friday 3rd November 2023

Autumn Term 2:

Monday 6th November 2023 – INSET day Academy closed to pupils

Tuesday 7th November 2023 – Academy opens to children

Friday 22nd December 2023 – Academy closes 3:15pm

Christmas Holiday

Monday 25th December 2023 - Friday 5th January 2024

Spring Term 1:

Monday 8th January 2024 – Academy opens to children

Friday 9th February 2024 – Academy closes 3:15pm

Spring Half Term:

Monday 12th February 2024 – Friday 16th February 2024

Spring Term 2:

Monday 19th February 2024 – INSET day Academy closed to pupils

Tuesday 20th February 2024 – Academy opens to children

Friday 22nd March 2024 – Academy closes 3:15pm

Easter Holiday:

Monday 25th March 2024 - Friday 5th April 2024

Summer Term 1:

Monday 8th April 2024 - Academy opens to children

Monday 6th May 2024 – Bank Holiday academy closed

Friday 24th May 2024 – Academy closes 3:15pm

Summer Half Term:

Monday 27th May 2024 – Friday 31st May 2024

Summer Term 2:

Monday 3rd June 2024 – INSET day Academy closed to pupils

Tuesday 4th June 2024 – Academy opens to children

Friday 19th July 2024 – Academy closes 3:15pm

Monday 22nd July 2024 - INSET day Academy closed to pupils

See you all in September!

All staff at the academy hope that our children and families have had a relaxing and happy summer break ahead of our return on **Tuesday 5th September 2023**. We look forward to reopening our doors and welcoming our children back to their classrooms.

Thank you, as ever, for your ongoing support.

Yours Faithfully,

Miss Helen Prout
Head of Academy